

OTS

FACTORS WHICH WOULD IMPACT UPON THE OFFICE OF INFORMATION SERVICES

These factors would enter into any situation in which OIS would be required to perform a records management/registry function:

- a. Personnel Services
 - (1) Any Directorate (except DO)
 - (2) Number
- b. Non-Personnel Services
 - (1) Facility
 - (a) New
 - (b) Communications (electric, courier)
 - (c) Secure phones
 - (d) Location (Metro only)
 - (e) Purpose (Office space only)
- c. Equipment
 - (1) ADP
 - (2) Office

The degree to which they would impact would depend upon whether a new facility is being established or if there is only a general increase in the size of existing facilities:

<u>New Facility</u>		<u>General Increase</u>	
0-25	0	0-100	0
26-100	2	101-300	1
101-300	3		
301-500	4		

It is felt that no new facility would be larger than 500.

One additional for each additional 300.